INFO

OIT-0425-88

OFFICE OF CONGRESSIONAL AFFAIRS
Routing Slip

	ACTION	INFO
1. D/OCA		
2. DD/Legislation		
3. DD/Senate Affairs		
4. Ch/Senate Affairs		
5. DD/House Affairs		
6. Ch/House Affairs		
7. Admin Officer	X	←
8. Executive Officer		
9. FOIA Officer		
10. Constituent Inquiries Officer		
11.		
12.		

SUSPENSE _6 June '88_
Date

Action Officer:

Remarks:

STAT

5/31/88
Name/Date

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Information Technology Equipment Census

OCA FILE OCA

FROM: Edward J. Maloney
Director of Information Technology

EXTENSION | NO. OIT-0425-88

DATE 2 0 MAY 1988

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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/OCA 7B24 HQS				
2. AHN				
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11. DCI ADPCO 7D19 Hq LAST				
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OIT-0425-88

2 0 MAY 1988

MEMORANDUM FOR: Director, Office of Congressional Affairs

ATTENTION: ADP Control Officer, OCA

FROM: Edward J. Maloney
                  Director of Information Technology

SUBJECT: Information Technology Equipment Census

REFERENCE: Memorandum for the Executive Director and
                  Deputy Directors, from D/OIT, dtd 2 May 88
                  (OIT-0356-88), Same Subject

     1. The Office of Information Technology (OIT) requests your component's
participation in a census of the Agency's Information Technology (IT)
equipment. The resulting inventory will be extremely useful for planning and
analysis purposes for both OIT and the directorates. It will identify
equipment shortfalls and allow planning for future workloads and
compatibility. OIT will also use the data to validate our equipment and
maintenance database which is used to support and provide property
accountability for much of the equipment in your areas. In addition, we will   25X1
be surveying customer modems in order to develop a better understanding of
certain engineering and security issues. Component inventories will of course
be made available, for planning and analysis purposes. Via the reference your
Deputy Director has been apprised of the purpose and scope of this survey.

     2. For the purpose of this census we have grouped the Agency's IT
equipment into three classes: office systems, word processing devices, and
multiuser computer systems. Office systems are defined as terminals, personal
computers, printers and plotters. Word processing (WP) devices have been
identified as any WP-related terminals, printers, and special purpose
computers. (Since the Wang equipment inventory is considered accurate, Wang
devices are excluded from this census.) Multiuser computer systems have been
separated into two categories. Departmental computers are defined as being
capable of supporting two-to-twenty concurrent users. Large computers have
been identified as those capable of supporting greater than twenty concurrent

This Memorandum is Classified   25X1
U/AIUO When Separated
From Attachment

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users. Simultaneously, we are also surveying customer modems. Modems are generally used for unclassified data communications with outside databases. The Office of Security is interested in both the number, types and uses of these potentially vulnerable devices. There also may be some technical means of using the PBX to provide more efficient modem services. We need hard data, however, before we can engineer a solution.

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3. To minimize the impact to your staffs, we are using existing OIT data as a starting point. These data have been extracted from OIT's PBX survey database, which encompasses all Headquarters equipment surveyed preparatory to being connected to the PBX, and the OIT equipment and maintenance database, covering all items for which OIT has maintenance responsibilities. The PBX data are believed to be current and accurate (for equipment either currently in, or scheduled to be in, the Headquarters complex). You need only generally review this PBX survey equipment. Outbuilding listings, derived from the equipment database, however, require a more thorough review. The constant unreported movement of this equipment has caused inaccuracies in the database. In addition, there is a significant amount of component equipment not in the maintenance database due to the fact that OIT support was never requested.

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4. A detailed census package is enclosed. The purpose, scope, methodology, and schedule of the census were briefed on 15 March at an Agency ADPCO meeting. Census packages may be completed by providing current data in either an on-line or hardcopy format. In either case, we request that the data be forwarded through your Directorate ADPCOs and/or Management Staffs, to my Management Services Division, OIT, _____ by 10 June. Questions regarding the census may be directed to _____

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5. I recognize that this census represents an additional workload for you. I apologize for adding to your burden but I believe establishing an accurate inventory justifies the increased workload. I expect that periodic updates to the inventory will go more smoothly once an accurate baseline is established. My staff has made a major effort to mitigate the Agency-wide impact and will provide you with additional assistance should it be required.

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6. Thank you for your help in this matter.

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Edward J. Maloney

Attachment:
   Information Technology Equipment Census Package

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